

COMSCINST <b>1700.5A</b>	COG CODE <b>N00A</b>	DATE <b>16 DEC 96</b>
--------------------------	----------------------	-----------------------



**DEPARTMENT OF THE NAVY**  
COMMANDER MILITARY SEALIFT COMMAND  
WASHINGTON NAVY YARD BLDG 210  
901 M STREET SE  
WASHINGTON DC 20398-5540

COMSCINST 1700.5A  
N00A  
16 December 1996

## COMSC INSTRUCTION 1700.5A

Subj: SAILOR OF THE QUARTER (*SOQ*) PROGRAM

Encl: (1) Sailor of the Quarter Nomination Format  
(2) Sailor of the Quarter Sample Citation  
(3) Sample Nominee Congratulatory Letter  
(4) Sample Next of Kin Letter

1. Purpose. To establish the procedures for selection and recognition of a Sailor of the Quarter (*SOQ*) at Military Sealift Command (*MSC*) Headquarters and provide guidance for subordinate commands to establish local programs. This is a complete revision and should be read in its entirety.
2. Cancellation. COMSCINST 1700.5.
3. Background. Naval traditions and established policy of Commanding Officers has been to identify and provide recognition of individual sailors for outstanding professional and military performance.
4. Policy. Subordinate commands shall support this program by establishing local procedures for recognition of outstanding professional and military performance within their cognizance on a quarterly basis. Nomination packages will not be forwarded to COMSC. Adoption of the following format is encouraged.
5. Action. Recognition of personnel is one of the most important functions of leadership. All supervisory personnel are strongly encouraged to utilize the *SOQ* Program to the maximum extent possible. The following procedures are established to ensure the recognition of all deserving sailors through the *MSC SOQ* Program.
  - a. Nomination. Supervisors may submit a nomination letter for one individual they have identified as deserving of recognition as the *SOQ*. Using enclosure (1), nominations must be submitted by the 15th of March, June, September and December to the Command Master Chief/Program Coordinator.

16 December 1996

b. Eligibility. Personnel nominated must meet the following eligibility requirements:

(1) Enlisted paygrades E-6 and below.

(2) Onboard for the entire quarter.

(3) Nominations will be based on observed military and professional performance and community/military involvement.

c. Selection Board. The Selection Board will comply with the following requirements:

(1) The board shall consist of at least two Chief Petty Officers and be chaired by the Command Master Chief or Program Coordinator (E-7/8/9).

(2) The board will meet prior to the end of the calendar quarter.

(3) Individual interviews are encouraged but not required.

(4) The board's recommendations will be forwarded to the Reporting Senior within 2 working days.

d. Press Release. COMSC (N00P) shall prepare and submit press release to the *SEALIFT*, base and hometown newspapers.

6. Awards. The SOQ will receive the following at the next scheduled Awards Ceremony or quarters (*whichever comes first*).

a. Letter of Commendation from Commander, Military Sealift Command (*enclosure (2)*)

b. A 4-day liberty granted within operational requirements

c. A command plaque

d. Photograph displayed prominently on the Quarterdeck

e. Reserved parking space

f. Congratulatory Letter (*optional, see enclosure (3)*)

g. Next of Kin Letter (*optional, see enclosure (4)*)

**NOTE: SOQs may be nominated for SOY, if appropriate. Nomination is not automatic.**

Distribution:

COMSCINST 5000.19

List I (*Case A, D*)

SNDL 41B (*MSC Area Commanders*)

Copy to:

SNDL 41C (*MSC Subarea Commanders*)

41D3 (*MSC Offices*)

41J (*OICMILDEPTs*)

**SAILOR OF THE QUARTER NOMINATION FORMAT**

From:

To: Command Master Chief

Subj: SAILOR OF THE QUARTER NOMINATION ICO:

Ref: (a) COMSCINST 1700.5A

1. In compliance with reference (a), the above individual is nominated for Military Sealift Command Sailor of the Quarter.

2. The nominee meets all eligibility requirements. Pertinent information follows:

a. Name

b. Rate

c. SSN

d. Directorate

e. Reported onboard

f. Rotation date

g. Most recent evaluation (*submit copy*)

h. Previous awards within the past quarter

i. Off-duty education/correspondence courses within the past quarter

j. Civic/Community involvement within the past quarter

k. Military involvement within the past quarter

3. Remarks. Please limit comments to one typewritten page. (*Include any amplifying information and command contributions that set the individual apart.*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Enclosure (1)

**SAILOR OF THE QUARTER SAMPLE CITATION**

Commander  
Military Sealift Command  
Takes Great Pleasure in Presenting  
A LETTER OF COMMENDATION  
to  
JOHN/JANE Q. DOE  
QUARTERMASTER THIRD CLASS  
UNITED STATES NAVY

For service as set forth in the following CITATION:

It is my distinct pleasure to congratulate you on your selection as the Military Sealift Command Sailor of the Quarter for January 1996 through March 1996. During this period you have consistently performed your duties as \_\_\_\_\_ in \_\_\_\_\_ the \_\_\_\_\_ in a highly professional and exemplary manner. Your selection for this highly competitive award sets you apart as a true professional and personifies the enlisted community's reputation for high standards of conduct and performance. Your interaction with your peers, the civilian staff and superiors has been commendable. Your tireless efforts and dedication have contributed greatly to the mission of this command. Your unsurpassed professionalism, dedication and initiative reflect great credit upon yourself and are in keeping with the highest traditions of the Naval Service. It is with great pleasure that I commend you for an outstanding job and extend to you the traditional Navy "Well Done." I join the members of my staff in wishing you continued success in all of your future endeavors.

**SAMPLE NOMINEE CONGRATULATORY LETTER**

SOQ Nominee  
Commander Military Sealift Command  
Washington Navy Yard Bldg 210  
901 M Street SE  
Washington DC 20398-5540

Dear

Congratulations on your nomination for Sailor of the Quarter, (*time period*). Although you were not the final Selectee, your nomination was highly competitive and reflected the commitment, dedication and service you have given your command. I strongly encourage you to continue the work you are doing which qualified you for this important recognition.

You can be justifiably proud of your efforts on behalf of the Navy, your community and your country.

On behalf of Military Sealift Command, I wish to extend my personal gratitude for a job "Well Done!"

Sincerely,

**SAMPLE NEXT OF KIN LETTER  
(AS APPROPRIATE)**

Dear

I am pleased to inform you that your son/daughter/husband/wife has been selected as the Military Sealift Command (MSC), Sailor of the Quarter of the Year 19--.

The Enlisted Sailor of the Quarter program is designed to recognize exemplary performance. A number of outstanding personnel from the senior and junior grades are nominated for this award. Final selection is made by a board of Officers and Chief Petty Officers. Their decision is based on past and present achievements, contribution to the morale and efficiency of the command and stature as a representative of the United States Navy.

Military Sealift Command's mission is to provide Sealift for strategic mobility in support of national security objectives. This mission, known as Strategic Sealift, requires the capacity to deploy and sustain military forces wherever and whenever needed, as rapidly and for as long as operational requirements dictate. We have been able to keep abreast of the rapid pace of operations because of the dedicated efforts of sailors such as your son/daughter/husband/wife. I am proud to have him/her in my command while he/she is serving his/her country.

Sincerely,